



The Universities
AT SHADY GROVE

Memorandum

To: USG Staff
From: Office of Human Resources
Date: August 10, 2018
Subject: Office of Human Resources Staff Update

The Office of Human Resources is available to assist you with your people, staffing, and organizational needs. This communication is to update you on the core functional areas for the human resources team. You may contact the following staff for assistance for your personnel matters as follows:

Jessica Nardi – jnardi@umd.edu

Talent Management, Staff Relations, Organizational Design, Job Classification / New Positions, Policy Questions, Staff Relations, Diversity, Sexual Misconduct, Complaints and Breach of Policy.

Kym Wilson – kwil1@umd.edu

HR Policy and Procedures, Staff Relations, Organizational Development, Benefits Administration, Employment Law Compliance, Compensation, Job Classification / New Positions, Staffing, Diversity, and Offboarding.

Nitshu Joshi – njoshi14@umd.edu

Recruitment, eTerp, Learning and Development, PRD Process, HR Communications, Employee Recognition, New Employee Orientation, Onboarding, Offboarding, Wellness, and Diversity.

Neetha Thomas – nthomas3@umd.edu

Student Workers, Benefits Administration, Tuition Remission, Employment Verifications, FMLA, Payroll, Paychecks, Timesheets, New Employee Orientation, Onboarding, and Travel.